

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

<b>VACANCY ANNOUNCEMENT #</b> 10-149A <b>OPEN PERIOD:</b> 5/14/2010 – 6/14/2010	<b>JOB TITLE:</b> Vice Air Commander	<b>PAY GRADE AND SERIES:</b> GS-0340-14 <b>PAY RANGE:</b> \$114,468 - \$148,806
<b>POSITION LOCATION:</b> Moffett FAF, CA.  <b>UNIT:</b> 129 <sup>th</sup> RQW	<b>APPOINTMENT TYPE:</b> PERMANENT - DUAL STATUS  <b>AREA OF CONSIDERATION:</b> CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN  Military grade of O-5 or O-6.  <b>Compatible Military Grade Assignment:</b> AFSC 10C0, 91W0, 20C0, 30C0.  <b>Key Requirements:</b> <ul style="list-style-type: none"><li>• O-5 applicants must be immediately eligible for promotion to O-6.</li></ul>	
<b>PDCN #:</b> 80326000  <b>Security Clearance Required:</b> Top Secret SBI/SCI		

### **THIS IS A PERMANENT POSITION**

This position is located at an Air National Guard Flying Wing. The incumbent of this position functions as the full assistant to the Air Commander. Its primary purpose is to provide leadership and management of the flying unit, to provide manpower, equipment, and training in peacetime, in preparation to perform the wartime mission. The incumbent is accountable with the Air Commander in complying with a wide variety of federal, state, and local authorities on all aspects of operations, personnel, equipment, funds, and real property in the accomplishment of duties. In addition, this position may have similar supervisory and/or support responsibilities for other flying and non-flying units which may be collocated or geographically separated.

**THIS POSITION MAY BE CONCURRENTLY ANNOUNCED WITH AGR VA A10-071. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW CNG FPR 335.**

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**Position Requires Travel:** Infrequent/Rare.

### **QUALIFICATIONS and EVALUATION:**

**General:** Supervisory, managerial, professional or technical work experience and/or training which has provided a knowledge of management principles, practices, methods and techniques.

**Vice Air Commander GS-0340-14:** Must have 36 months of specialized experience in assisting Commanders, or in a management, professional or staff function in determining unit goals, long and short range planning and execution of unit programs; assisting in the general oversight and support of tenant organizations collocated and/or geographically separated units; experience in a unit flying training program; responsible for or assisting in ensuring presentation, justification and execution of a multi-million dollar budget; experience or working knowledge of planning, organizing or directing the control of real estate and facility construction, maintenance and repair; experience in identifying potential adverse impact of programs and in briefing the commander on these and any other pertinent items of interest as they relate to the mission of the Air Guard flying unit; experience in a variety of programs such as Air and Ground Safety and Security, Logistics, Hazard Abatement, Fraud Waste and Abuse, Health and Fitness, Public Affairs, Disaster Response, Personnel Management etc.; experience in preparing and presenting briefings as well as other administrative duties.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of the National Guard structure, regulations, policies and procedures and how they relate to Air Force, major command, federal, state and local directives.
2. Ability to provide overall management of various operating programs and functional areas of the Air National Guard.
3. Knowledge of general oversight and support of tenant organizations and geographically separated units.
4. Ability to formulate, review or modify long and short range plans of a rescue unit.
5. Knowledge of flying hour/sortie program requirements.
6. Knowledge of command and control procedures of aircraft operation transfers to the Operation Group Commander/Director of Operations.
7. Ability to make on-the-spot critical judgments/decisions regarding safety and aircraft passengers in resolving in-flight emergencies and/or rescue efforts.
8. Knowledge of mission readiness and compliance with directives through Inspector General or other review agencies.
9. Knowledge of aircraft maintenance and repair actions/procedures and components.
10. Knowledge of budget procedures which involve several major force elements and/or federal funds.
11. Knowledge of Base and Use and Facilities Master Plan, to include lease/tenant agreements, licenses and other legalities pertinent to the operation of civil and military operations.
12. Knowledge of a variety of programs such as air and ground safety and security, hazard abatement, fraud, waste and abuse, health fitness, public affairs, disaster response, personnel management which includes equal opportunity program, etc.
13. Ability to communicate and coordinate at the highest level of management.

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications of this office.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS**

**(CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

**[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**